Student Contract

1. Adherence to Instruc ons: *"Always read, listen to, and follow instruc ons". Follow* all instruc ons provided for lectures, lab sessions, field ac vi es, and assignments. This includes safety protocols, data collec on procedures, and report forma ng guidelines. Paying a en on to details ensures success and safety for everyone.

2. Laboratory Notebook/Data Management/Subject Por olio: You are required to maintain a detailed laboratory notebook (physical or digital, as specified by your instructor) for all lab and field ac vi es. Your notebook should include:

- Dates and mes of experiments or fieldwork.
- Objec ves and procedures.
- Raw data, observa ons, and measurements.
- Calcula ons, analyses, and interpreta ons.
- Properly labeled diagrams, sketches, and photographs.
- All data must be stored and managed responsibly, following best prac ces as instructed.

3. Equipment/Materials Responsibility: You are responsible for the proper use and care of all lab equipment, field instruments, and materials. Borrowing equipment from other groups without permission is not allowed. Any damage or loss due to negligence will be your responsibility.

4. Ac vity Comple on: Lab and field ac vi es must be completed during scheduled sessions unless otherwise approved by your instructor. Data collected outside approved sessions will not be accepted without prior arrangements.

5. Punctuality and A endance: Being on me and a ending all lectures, lab sessions, and field trips is essen al. Tardiness will result in point deduc ons, and excessive unexcused absences (as defined in the Student Handbook) may lead to course withdrawal or failure.

6. Data Analysis and Report Submission: You'll have sufficient me for data analysis and report wri ng. Late submissions will be penalized, with reports submi ed one week a er the deadline receiving a maximum grade of 75%. Ensure your work adheres to the provided guidelines and ethical standards.

7. Make-Up Policy: There are no make-up privileges for unexcused absences. For excused absences (e.g., documented illness), no fy your instructor before the missed ac vity, if possible,

or as soon as reasonably prac cable a erward. It's your responsibility to catch up on missed work. Make-up work will not be accepted a er one week unless prior arrangements are made.

8. Extra Credit: Extra credit opportuni es are limited and at your instructor's discre on. If offered, extra credit won't replace regular assignments but can provide addi onal learning and skill development opportuni es.

9. Laboratory/Field Conduct: Safe and responsible behavior is expected at all mes. This includes:

- Following all safety protocols and instruc ons.
- Using personal protec ve equipment (PPE) properly.
- Respec ng the environment and minimizing disturbance to natural habitats during fieldwork.
- Disposing of waste materials according to established procedures.
- No food or drinks in the lab.

10. Laboratory/Field Maintenance: Keep your work area clean and organized in the lab and field. This includes proper waste disposal, cleaning equipment, and returning materials to their designated loca ons. During fieldwork, minimize your environmental impact by prac cing Leave No Trace principles.

11. Academic and Professional Conduct: Respect yourself, your classmates, instructors, lab/field staff, and the environment. Uphold the highest standards of integrity in all academic and professional ac vi es. Academic dishonesty—such as plagiarism, data fabrica on, or unauthorized collabora on—will not be tolerated and may result in disciplinary ac on, including course failure. Treat all data, reports, and shared resources with confiden ality and care.

12. Responsible Use of Ar ficial Intelligence (AI): You may use AI tools for assignments under these condi ons:

- **Transparency:** Clearly acknowledge the use of AI tools, ci ng the specific tool(s) and prompts used.
- **Original Thought and Analysis:** AI should support, not replace, your cri cal thinking and analysis. Your work must demonstrate your understanding and interpreta on.
- **Proper Cita on:** Cite any AI-generated content (text, code, data, etc.) using a consistent cita on style (e.g., APA 7th edi on).
- **Prohibited Uses:** Do not:
    - Submit AI-generated work as your own (plagiarism).

- Use AI to complete exams or quizzes.
- Use AI to generate en re assignments without significant human input and analysis.

13. Plagiarism—including presen ng someone else's work (or uncited AI-generated content) as your own—is a serious academic offense. All submi ed work must be original and properly cited. Plagiarism falls under viola ons of academic dishonesty as outlined in the Student Handbook.

The ins tu on's academic integrity policy will be strictly enforced, and penal es for plagiarism may include:

- Failing grades for the assignment or course.
- Disciplinary ac ons such as suspension or expulsion.
- Addi onal sanc ons as specified in the Student Handbook.

It is your responsibility to familiarize yourself with the rules and provisions regarding academic dishonesty in the Student Handbook. Ignorance of these policies is not an excuse for viola ons.

Acknowledgment:

I have read and understand the syllabus, guidelines, and rules outlined for this course.

[Course Name/Code]:

CE 313 ENVIRONMENTAL ENGINEERING 1

Student Signature:

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Printed Name:

JOANNA R. MARCELLANA

Date:

FEBRUARY 15, 2025